PART 4.0

VIEWING FIPS CODES/ADDRESSES

4.0   VIEWING FIPS CODES/ADDRESSES

The FIPS Codes and Address System provides contact information for State, County, International Reciprocity, Central OCSE, and Regional OCSE child support enforcement agencies and personnel. There are three different ways to access the FIPS Codes and Address System:

1. From the IRG Public Map Page screen (refer to Section 2.1), select the **FIPS codes/Addresses** radio button on the right-hand side of the page and click on a State. The Addresses and FIPS Codes screen appears (Figure 4-1) with the State selected as the default.
2. From the IRG Public Map Page screen (refer to Section 2.1), click on the **OCSE/International Addresses** link at the top of the page. The "Addresses and FIPS Codes" screen appears (Figure 4-1) without any State selected as the default.
3. From the State Profile Task bar (refer to Section 3.1), select the **FIPS/Addresses** option. The Addresses and FIPS Codes screen appears (Figure 4-1) with the State corresponding to the displayed State profile as the default.

Addresses and FIPS Codes can be selected through the navigation panel on the left-hand side of the screen.
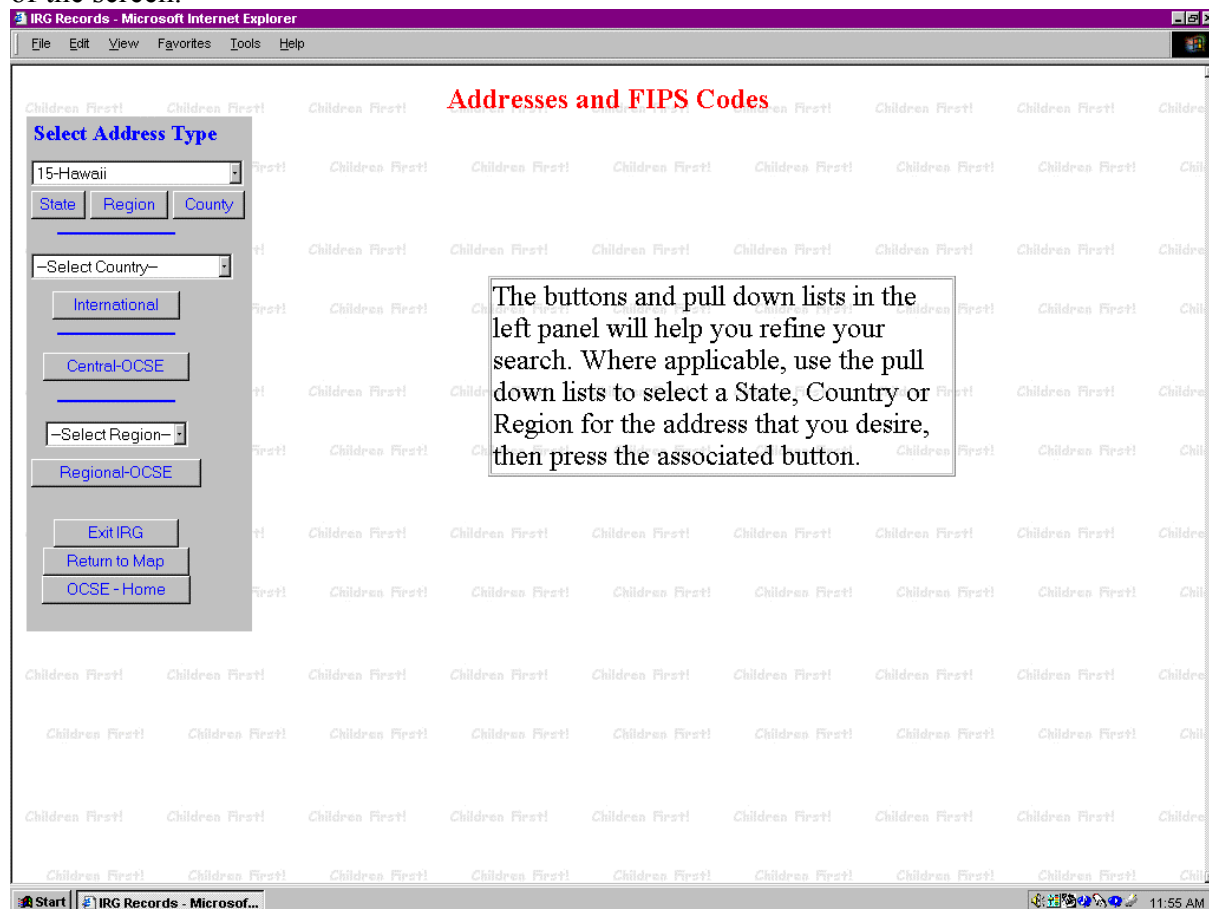

Figure 4-1: Addresses and FIPS Codes Screen

4.1   Navigation Panel

All FIPS Code/address operations can be accessed from any FIPS Code/address screen by using the navigation panel (Figure 4-1). The navigation panel is consistent on all FIPS Code/address screens.

From the navigation panel you can:

- **Select and view a State FIPS code/Address** – Select a State from the drop-down list and press the **State** button. The State you selected on the map or the State associated with the profile you were viewing is the default. (Refer to Section 4.2.1).

- **Select and view a State region address** – The State you selected on the map or the State profile you were viewing is the default State. If you want to change States, select a State from the drop-down list. Press the **Region** button. (refer to Section 4.2.1 for further information).

- **Select and view a county FIPS code/Address** – Select a State from the drop-down list and press the **County** button. The State you selected on the map or the State associated with the profile you were viewing is the default. (Refer to Section 4.2.2).

- **Select and view an International Reciprocity address** – Select a country from the "Select Country" drop-down list and press the **International** button. (Refer to Section 4.2.3).

- **Select and view a Central OCSE address** – Press the **Central-OCSE** button. (Refer to Section 4.2.4).

- **Select and view a Regional OCSE address** – Select a region from the "Select Region" drop-down list and press the **Regional-OCSE** button. (Refer to Section 4.2.5).

- **Exit IRG** – Press the **Exit IRG** button to exit the IRG system and return to the OCSE Home Page.

- **Return to IRG Map** – Press the **Return to Map** button to return to the "IRG Public Map Page" screen (Section 2.1). From there you can access the State Profile System.

- **Return to OCSE Home Page** – Press the **OCSE-Home** button to return to the OCSE Home Page.

Details on these functions are provided throughout the rest of Part 4.

4.2   Selecting and Viewing FIPS Codes/Addresses

This section describes selecting and viewing State and County addresses and FIPS Codes, as well as International Reciprocity, Central OCSE, and Regional OCSE addresses.

4.2.1 STATE ADDRESSES AND FIPS CODES

To search for a State address or FIPS Code:

1. Select a State from the drop-down list in the navigation panel (Figure 4-1) if the one you want is not currently displayed. The State you selected on the map or the State associated with the State profile you were viewing is the default.

2. Press the **State** button. The Select State Addresses screen appears (Figure 4-2).
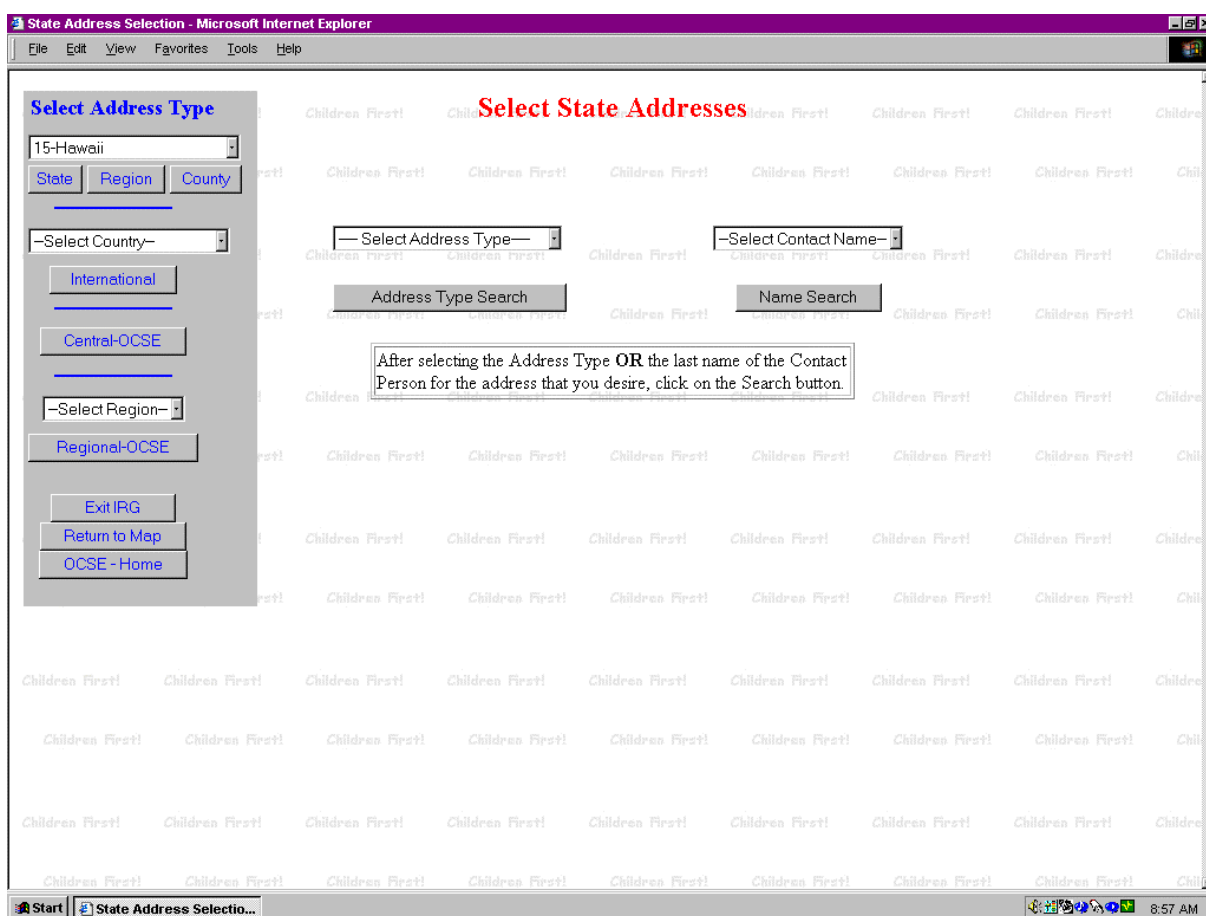
Figure 4-2: Select State Addresses Screen

You can search for a State address either by Address Type or by Contact Name. Address Type describes the function or office you are researching (e.g., an address for the Central Registry Contact). Contact Name is the last name of the contact person you are researching.

Regional Addresses

To search for a State Regional address:

1. Press the **Region** button on the navigation panel. The Select Region Address screen appears (Figure 4-2A).

2. Select an Address Description from the "Select Region From List" drop-down list.

Note: Only Address Descriptions that have addresses associated with them appear in the "Select Region From List" drop-down list. If there aren't any addresses associated with the Region, the list will be empty, and you will receive a message stating that there aren't any addresses.
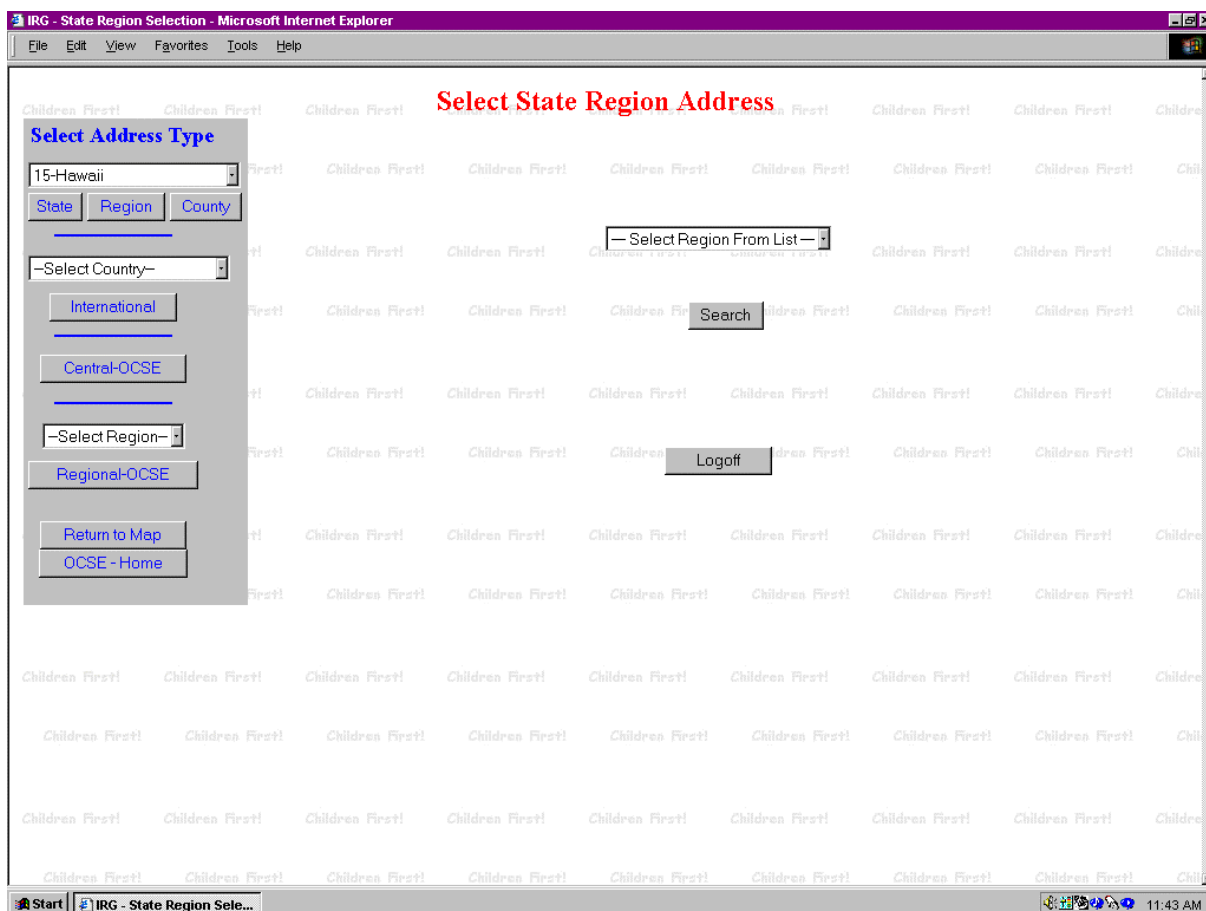

Figure 4-2A: Select State Region Address

3. Press the **Search** button. The address information associated with the
   selected Region address appears (Figure 4.2B).

Figure 4-2B: View Region Address Data

Information on this screen includes the following:

- **Title** – describes the type of address you are viewing (e.g., View Region Address
  Data (Read-only).

- **Address Description** – provides the address type you chose on the Select State
  Region Address screen (e.g., Regional Office II).

- **Contact Information -** this may include First Name, Last Name, Department,
  Title, Address, City, State, Zip Code, Telephone Number, Fax Number, and E-
  mail Address.

*Note: At a minimum, the contact information will include the Address, City,
State, and Zip Code, as these are required fields.*

- **Last Modified Date** – provides the date that the address information was last added to or changed in the database.

4.2.1.1 Search by Address Type

To search by Address Type:

1. Select an Address Type from the "Select Address Type" drop-down list (Figure 4-2).

2. Press the **Address Type Search** button. The associated FIPS Code/address information appears (Figure 4-3).

Note: Only address types that have State addresses associated with them appear in the drop-down list. You will receive a message if there are no addresses associated with the State.

4.2.1.2 Search by Contact Name

To search by Contact Name:

1. Select a Contact Name from the "Select Contact Name" drop-down list (Figure 4-2).

2. Press the **Name Search** button.. The associated FIPS Code/address information appears (Figure 4-3).

Notes:

1. *Only Contact Names that have State addresses associated with them appear in the drop-down list. You will receive a message if there are no addresses associated with the State.*

2. *Some States may choose not to display the Contact Name. If that is the case, you will not see any contact names in the "Select Contact Name" drop-down list.*

4.2.1.3 View State Address Data Screen

After you have selected your search criteria and pressed the corresponding button, the associated State FIPS Code/address information appears (Figure 4-3).

Figure 4-3: View State Address Data Screen

This information includes the following:

- **Title** – which describes the type of address you are viewing [e.g., View State Address Data (Read-only)].

- **Address Description** – provides the Address Type that you selected on the Select State Addresses screen (e.g., State Disbursement Unit). Alternatively, if you searched by contact name, it is the Address Type corresponding to the Contact Name that you selected.

- **FIPS Code State** – corresponds to the State displayed on the navigation panel.

- **The Contact Information for the Address Type** – this **may** include First Name, Last Name, Department, Title, Address, City, State, Zip Code, Telephone Number, Fax Number, and E-mail Address.

*Note: Some States may choose not to display identifying State contact information. **At a minimum**, the contact information will include the Address, City, State, and Zip Code, or the Comments field will be filled in.*

- **Comments** – may contain information that the State wants you to know regarding that address. If the address is generic, such as "Local IV-D Office," then the Comments field may be filled in instead of the minimum contact information.

- **Last Modified Date** – provides the date that the address information was last added to or changed in the database.

If there are multiple addresses for a State address type, arrow buttons appear at the bottom of the screen to help you navigate through the choices. Refer to Section 4.2.6 for a description of how to use the arrow buttons.

4.2.2 COUNTY ADDRESSES AND FIPS CODES

To search for a county address:

1. Select a State from the drop-down list in the navigation panel if the one you want is not currently displayed. The State you selected on the map or the State associated with the State profile you were viewing is the default State.

2. Press the **County** button. The Select County Addresses screen appears (Figure 4-4).

Figure 4-4: Select County Addresses Screen

You can search for a county address by County Name, by Contact Name, or by City. If you are searching by County Name, you can optionally narrow the search by selecting an Address Description from the drop-down list below the Select County Name option.

4.2.2.1 Search by County

To search by County:

1. Select a county from the "Select County Name" drop down list. (See Note 1 below.)

2. To optionally narrow your search, select an address description from the "Address Description" drop-down list. The address description is the function or office you are researching (e.g., an address for Collection Agency). (See Notes 2 and 3 below.)

3. Press the **County Search** button. The associated county address appears (Figure 4-5).

Notes:

    1. *Only counties that have county addresses associated with them appear in the "Select County Name" drop-down list. You will receive a message if there are no counties with associated county addresses in the State.*

    2. *Only address descriptions that have county addresses associated with them appear in the "Address Description" drop-down list. You will receive a message if there are no addresses associated with the county.*

    3. *If you select the Address Description without selecting the County Name, the IRG will default to the first selected address description record on the database for that State.*

4.2.2.2 Search by Contact Name

To search by Contact Name:

    1. Select a contact name from the "Select Contact Name" drop-down list. Only contact names that have addresses associated with them appear in the "Select Contact Name" drop-down list. (See Notes 1 and 2 below.)

    2. Press the **Name Search** button. The associated county address appears (Figure 4-5).

Notes:

    1. *Only Contact Names that have county addresses associated with them appear in the drop-down list. You will receive a message if there are no addresses associated with the State.*

    2. *Some States may choose not to display contact names. If that is the case, you will not see any Contact Names in the "Select Contact Name" drop-down list.*

4.2.2.3 Search by City

To search by City:

    1. Select a city from the "Select City" drop-down list.

    Note: Each city in the State that has a county address associated with it appears in the "Select City" drop-down list. You will receive a message if there are no addresses associated with the county.

    2. Press the **City Search** button. The associated county address appears (Figure 4-5).

4.2.2.4 View County Address Data

Once you have selected one of the three search criteria and have pressed the associated search button, the associated county FIPS Code/address information appears (Figure 4-5).

Figure 4-5: View County Address Data Screen

This information includes the following:

- **Title** – describes the type of address you are viewing (e.g., View County Address Data (Read-only)).

- **Address Description** – for a County Search, provides the Address Description that you chose on the "Select County Addresses" screen (e.g., Collection Agency). If you did not select an Address Description, the system defaults to the first address description for that county. Alternatively if you searched by Contact Name or City, it is the address description corresponding to the contact name or city selected.

- **FIPS Code State; County FIPS Code and County Name; and the State Extension Code, if provided –** corresponds to the State displayed on the

navigation panel. The State Extension Code is the 6th and 7th digits of the FIPS Code. The description identifies how the State uses these two extra digits.

- **Contact Information for the Address Description** – this **may** include First Name, Last Name, Department, Title, Address, City, State, Zip Code, Telephone Number, Fax Number, and E-mail Address.

  Note: Some States may choose not to display county contact identifying information. **At a minimum**, the contact information will include the Address, City, State, and Zip Code, or will have the Comments field filled in.

- **Comments** – may contain information that the county wants you to know regarding that address. If the address is generic, such as "local IV-D office," then the Comments field will be filled in instead of the minimum contact information.

- **Last Modified Date** – provides the date that the address information was last added to or changed in the database.

If there are multiple addresses for a County address type, one or two arrow buttons appear at the bottom of the screen to help you navigate through the choices. Refer to Section 4.2.6 for a description of how to use the arrow buttons.

4.2.3 INTERNATIONAL RECIPROCITY ADDRESSES

To search for an International Reciprocity address:

1. Select a country from the "Select Country" drop-down list in the navigation panel if the one you want is not currently displayed.

   Note: *Only countries that have addresses associated with them are in the list. If a particular country is not in the list, there aren't any associated addresses for that country.*

2. Press the **International** button. The View International Address Data screen appears with the associated international address (Figure 4-6).

Figure 4-6: View International Address Data Screen

Information on this screen includes the following:

- **Title** – describes the type of address you are viewing (e.g., View International Address Data (Read-only)).

- **Contact Information** – this **may** include First and Last Name, Department, Title, Address, City, Province, Zip Code, Country, Telephone Number, Fax Number, and E-mail Address.

    Note: **At a minimum**, the contact information will include the Address, City, and Country, as these are required fields.

- **Last Modified Date** – provides the date that the address information was last added to or changed in the database.

If there are multiple addresses for a country, one or two arrow buttons appear at the bottom of the screen to help you navigate through the choices. Refer to Section 4.2.6 for a description of how to use the arrow buttons.

4.2.4 CENTRAL OCSE ADDRESSES

To search for a Central OCSE address:

1. Press the **Central-OCSE** button on the navigation panel. The Select Central
   OCSE Address screen appears (Figure 4-7).

Figure 4-7: Select Central OCSE Address Screen

2. Select an Address Description from the "Select Address From List" drop-down
   list.

   *Note: Only Address Descriptions that have addresses associated with them appear
   in the "Select Address From List" drop-down list. If there aren't any addresses
   associated with the Central OCSE, the list will be empty, and you will receive a
   message stating that there aren't any addresses.*

3. Press the **Search** button. The address information associated with the selected
   Central OCSE address appears (Figure 4-8).

Figure 4-8: View Central Address Data Screen

Information on this screen includes the following:

- **Title** – describes the type of address you are viewing (e.g., View Central Address Data (Read-only)).

- **Address Description** – provides the address type you chose on the Select Central OCSE Address screen (e.g., Director, Div of State, Tribal & Local Assistance).

- **Contact Information** – this **may** include First Name, Last Name, Department, Title, Address, City, State, Zip Code, Telephone Number, Fax Number, and E-mail Address.

  *Note: **At a minimum**, the contact information will include the Address, City, State, and Zip Code, as these are required fields.*

- **Last Modified Date** – provides the date that the address information was last added to or changed in the database.

4.2.5 REGIONAL OCSE ADDRESSES

To search for a Regional OCSE address:

1. Select a Region from the "Select Region" drop-down list in the navigation panel if the one you want is not currently displayed.

2. Press the **Regional-OCSE** button. The View Regional Address Data screen appears with the associated address (Figure 4-9).

Figure 4-9: View Regional Address Data Screen

Information on this screen includes the following:

*   **Title** – describes the type of address you are viewing (e.g., View Regional Address Data (Read-only)).

*   **Region** – the Region that you selected on the navigation panel.

- **Contact Information**: this **may** include First Name, Last Name, Department, Title, Address, City, State, Zip Code, Telephone Number, Fax Number, and E-mail Address.

  *Note: **At a minimum**, the contact information will include the Address, City, State, and Zip Code, as these are required fields.*

- **Last Modified Date** – provides the date that the address information was last added to or changed in the database.

4.2.6 MULTIPLE RECORDS AND USE OF ARROW BUTTONS (< >)

If there are multiple addresses associated with a particular State address type, County address type, or Reciprocity Country, one or two arrow keys appear at the bottom of the screen (Figure 4-10). A message at the top of the screen displays: "Current Record Number is Y of X," where Y represents the number of the screen you are currently on, and X represents the total number of screens available (e.g., Current Record Number is 1 of 3 – means the first record out of three total records). Use the arrow keys to view the previous record (<) or the next record (>).

Figure 4-10: Multiple Records and Use of Arrow Buttons